

Railroad Right of Entry and Insurance

Recordkeeper Job Aid
Construction Division



Construction Recordkeeper Job Aid

Overview

If a project includes a railroad (RR) within the project limits or in the vicinity, it may have railroad requirements that the project staff (project recordkeeper included) should be aware of to ensure that they are being followed throughout the project duration.

Resources

- Plans Title Sheet
- Railroad Scope of Work plan sheet(s)
- Railroad Plan Sheets – Requirements for Non-Bridge Construction Projects, RCD1 & RCD2
- District Standard Operating Procedures
- Railroad Construction & Maintenance agreement or Utility agreement(s), Maintenance Consent Letter (MCL), etc.
- Rail Division, MS SharePoint intranet content: [District Training Resources](#)

Applications Used

- ProjectWise (filing related documentation)
- Plans Online (for collecting Contract Plans and Proposal)
- TxDOTCONNECT

Forms

- ACORD 25

Reports

- Vendor Insurance and Bonding (SiteManager report, internal Crossroads CMISD webpage)

Railroad Right of Entry and Insurance Information

The RR requirements that may be included in a project can be found on the Railroad Scope of Work plan sheet and may include: RR insurance, other insurance

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escalated limits, Contractor's Right of Entry agreement(s) (CROE), Union Pacific Rail Road (UPRR) Maintenance Consent Letter (MCL), RR Coordination Meeting(s), RR Safety Orientation(s), and/or RR Flagging & Inspection. If any of these requirements apply to the project, there will be related submittals that need to be received and filed.

If RR requirements apply to the project, include the topic for discussion at the pre-construction meeting, as the related documents listed below may need to be received and filed.

CROE agreement(s) or UPRR MCL

- If these apply to the project and the Authorization to Begin Work has been received with no limitations on working within the RR operating track(s), no further action is needed from the project recordkeeper regarding these items; the CST Contracts team has already received the needed requirements.
- If the Authorization to Begin Work has been received but with limitations of working within 50 ft. of the RR operating track(s) pending RR document submittals such as RR insurance, CROE or UPRRMCL, make the project staff aware of the limitations. The pending submittals must be received before the contractor is allowed to work within 50 ft. of the RR operating tracks. Once received, file the documents with the project records and forward to cst_contracts@txdot.gov and cst_rr_correspondence@txdot.gov. Also file a copy of the executed Conditional Release request.

RR Insurance or Other Insurance Escalated Limits

- If these apply to the project, review the Vendor Insurance and Bonding SiteManager report to ensure that the contractor's required insurance is current before work begins and periodically until the project is accepted.

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- If insurance is getting close to expiring, the CST Contract Letting Section will notify the contractor. CST may include the recordkeeper in the correspondence, or it may be forwarded from the District office.
- If insurance expires, notify the AE and project PM for them to determine if work will be stopped.

RR Coordination Meeting(s)

- If this applies to the project, expect to receive a coordination meeting agenda/minutes document for filing.

RR Safety Orientation(s)

- If this applies to the project, expect to receive proof that these have been completed by project staff from both TxDOT and the Contractor (subs included) for filing.

RR Flagging & Inspection

- If applicable, expect this to be paid or reimbursed either through a SM Force Account pay item or the District's payment procedures. File the related documents with the project records.

Best Practices

- Identify the District RR Coordinator or other POCs for RR projects.
- Maintain awareness of insurance expiration dates and share with the project team as needed.
- Work with the AO project team and/or DCO to track or request conditional authorizations to begin work and receipt of the contractor ROE.